



Job Opportunity Bulletin

Associate Governmental Program Analyst

Tenure/Timebase: Permanent/Full Time
Work Hours: M-F, 8:00 am – 5:00 pm
Office/Location: California Commission on Teacher Credentialing
Certification, Assignment & Waivers Division
1900 Capitol Avenue
Sacramento, CA 95814-4213
Salary: \$4255 - \$5172/month
Final Filing Date: March 16, 2007
Contact: Micki Hammad-Crowell (916) 323-5096

DUTIES:

Under the direction of a Staff Services Manager I in the Policy and Training Program (PTP), the incumbent is responsible for a broad range of knowledge and determinations on internal and external programs, policies and procedures related to teacher credentialing:

- Develop and interpret internal policies and provide technical assistance to program staff, regarding credential issues. Assist in the research, analysis, development, and processing of PTP's internal work products that include the Conversion, Assignment Monitoring, Waivers, and Records Management sections. Review and analyze proposed legislation and regulations concerning credentialing issues, and develop internal policies and procedures to implement those regulations within the CAW Division. Review and assess policy issues related to the evaluation of CAW's internal operations. Develop and recommend new approaches and adjustments to internal procedures and processes.
- Review, analyze and provide technical program knowledge on the internal methodology used in the training and development of CAW staff. Identify specific training requirements and develop innovative technologies necessary to meet training needs/measures. Assist in the preparation and coordination of CAW's annual comprehensive training and development plans, including the development of strategies and a budget to facilitate implementation. Assist in the development and maintenance of CAW's Intranet Training website.
- Perform the complex analytical tasks of coordinating implementation of regulations dealing with credentialing policies, practices and procedures between the Commission and California's county offices of education, school districts, colleges and universities, state agencies, and stakeholder groups. Prepare comprehensive materials and make presentations on a wide range of education and training issues at credential information forums, new personnel and credential workshops. Prepare and make presentations for Commission management and staff. Coordinate communications from the Commission with California state agencies, senior policy makers, County and District Superintendents, representatives of professional organizations, stakeholder groups, and individuals on issues related to credentialing statutes, policies and procedures.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Ability to follow oral and written instructions
- Good attendance, punctuality, and work attitude
- Knowledge of Filemaker Pro 8 software systems
- Knowledge of Microsoft Office 2003 software systems
- Able to maintain strict confidentiality
- Ability to learn detailed information quickly
- Ability to effectively work independently or in cooperation with team members under minimal supervision

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the above classification or who have list, transfer, or reinstatement eligibility to the above classification. The appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, to the above address, Attention: Micki Hammad-Crowell. All applications must clearly indicate the basis of their eligibility (*i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility*) and include RPA No. 07-189. The applications will be screened and only the most qualified applicants will be invited for an interview.

<small>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</small>
